



Federal Emergency  
Management Agency

<Management Working Group >  
**MEETING MINUTES**  
March 28, 2006 1100-1300 hrs EST  
<1-877-872-1001, ID 713>



National Disaster  
Medical System

**Present:**

- |                                    |   |                                      |
|------------------------------------|---|--------------------------------------|
| 1. Bill Devir, Chair               | 2. Bob Daley, LWG                       | 3. Char Teeter, OWG                  |
| 4. John Celentano, NMRT            | 5. David Lipin, DMAT-W                  | 6. Penny Miller, P&DWG               |
| 7. Todd Ellis, DMORT               | 8. John Burgard, TWG                    | 9. Gina Smith, DMAT-E                |
| 10. Lisa Nosbisch,<br>FEMA/RSB     | 11. James Hamilton,<br>VMAT, Ex-Officio | 12. Tim Tackett, Member-<br>at-Large |
| 13. Peter Wolfe, Malcolm<br>Pirnie | 14. Dianne St. Luise,<br>Admin Support  | 15.                                  |

**Absent:**

- |                         |                       |                          |
|-------------------------|-----------------------|--------------------------|
| 1. David Bates, NPRT    | 2. Mimi Reilly, NDMS  | 3. Mick Cote, EC Liaison |
| 4. Phil Gruzalski, MHRT | 5. Bill Piggott, SMPG | 6.                       |
| 7.                      | 8.                    | 9.                       |

1. Previous Minutes – Approval postponed to next week allowing for additional review time.
2. Opening Announcements – Dave Lipin requests to add a time to today's agenda to make some comments and observations regarding the Frederick Logistics Center.
3. Open Items
  - a. Peter Wolfe, Malcolm Pirnie, made changes to rough draft for presentation to team leaders at conference. Needs comments on changes by Monday to enter into final production by the end of next week. The draft is about 20 pages will be posted to Disaster Help for all to review. After brief open discussion Miller, Tackett, Burgard and Devir volunteered to work with Reilly and Wolfe to create final draft. Consensus was reached that all quotes used in final draft will be representative of team members rather than specific individuals, for example, NDMS team commander of MST representative. Pictures will be added prior to printing to make the presentation more professional looking yet cost of color is an issue as not in contract. Two presentations to take place from Malcolm Pirnie report: Team Commanders meeting on Sunday and then within the working group track. Devir is listed as presenting with Peter Wolfe and John Burgard alongside.
  - b. Devir has sent out the template for presentations at the conference.
  - c. VMAT open position: Three CVs went out over the week-end for review: Mark Lloyd, Gary Beaumont, and Lisa Murphy. Brief discussion held regarding candidates. Burgard made nomination and Miller seconded to add Mark Lloyd to the MWG. No dissention was noted. Devir will present to Reilly and Jack Beall

as Jack must approve all candidates for the MWG.

- d. PCR: not discussed as Reilly not on call.
- e. Feed back to Commanders: meeting took place last week on website information dissemination.
- f. Thank you letters from Baltimore Team Commanders meeting: awaiting confirmation from Reilly regarding status of mailing.
- g. Charter: Lipin stated that language changes are complete and statement of experience qualification reinserted.
- h. Disaster Help: no need to come back to MWG, but will update and make changes to reflect current membership.
- i. IMSuRT shelter request: Daly working with Miller regarding paper process for vetting.
- j. Oxygen concentrators: Bob Daly reported that the sole source documentation has been done for the oxygen concentrators.
- k. Team Leaders Meeting at conference: slight change made to timeline as Diane Donnely has flight schedule issue.
- l. Website: no update.
- m. Salary Policy: not discussed as Reilly not on call.
- n. Safety/Security recruiting pamphlet: Devir unable to open in recognizable format. Teeter stated that Phyllis Goodwin will reformat and resend.
- o. Open membership positions on WGs: Miller to contact Jennifer Brown regarding filling Mark Lloyd's open position; however, directed to wait until Jack Beall approved Lloyd's position to the MWG. LWG and TWG working on looking at certain representative categories.
- p. Meeting room reserved on Friday, April 22, 2006, from 3-9 PM for meeting at conference. Ruby 1 on Mezzanine level with screen and projector in place. Will start meeting at 3 PM and members can come as their flight times allow. Devir to forward out information.
- q. Tim Tackett needs approval for vice-chair position. Devir will handle.
- r. VMAT forms – Devir will check with Reilly regarding vetting process.
- s. Dave Lipin – Frederick Logistics Center: recommends moving forward with proposal for medical logistics personnel. Inappropriate substitutions being made

due to lack of medical knowledge. Several examples given by Lipin and others with their team's caches. Daly stated that DSCP has been doing procurement for past year and they are better than Perry Point, but still lack medical knowledge. Lipin stated that no inventory control mechanism exists. A medical logistician is a recommendation in the Malcolm Pirnie report.

- t. OWG: Teeter reported that Dr. Canton has expressed to her concern regarding the pharmacy sub-work group being a sub-work group instead of a standing committee as there will always be pharmaceutical concerns and changes. OWG is concerned about duplication of effort similar to the medical standards issue. No one else had heard any mention of this issue. Devir noted that Dr. Piggott from SMPG has a doctor he wishes to participate. Suggestion was made to break into smaller tasks and multiple sub-work groups.
- u. Next week's call: Bob Daly and Lisa Nosbisch announced they would be unable to make call.

#### 4. Action Items:

- a. PCR package: **Reilly**, NDMS comment deadline 3/10/06; not discussed today.
- b. Feedback to Team Commanders on Baltimore Meeting: **Reilly** to double check with Darryl Britt for posting on website. Not discussed today.
- c. Thank you letters for TC meeting: **Reilly** to check with NDMS Staff. Not discussed today.
- d. Working Group Charter revisions: David **Lipin**, final version status.
- e. **OWG** to send list of all sub-work groups to Devir.
- f. LWG – IMSuRT shelter: **Daley** to submit justification cover letter.
- g. VMAT chair position open: **Devir** to present recommendation to Jack Beall.
- h. Vice-chair position: **Devir** to recommend Tim Tackett to Jack Beall.
- i. Team Commanders meeting at conference agenda and presentation: **Devir**.
- j. Website Initiative: David **Lipin**.
- k. Salary policy on WG and Sub-WG: **Reilly**.
- l. Safety/Security sub-work group recruitment pamphlet: **Teeter** to follow-up on reformat.
- m. LWG, OWG and TWG membership changes: **Daley**, **Teeter**, and **Burgard**.
- n. MWG meeting Friday, April, 21, 2006, 3 PM at Hilton in Reno: **Devir** to set agenda.
- o. VMAT forms: on hold till after conference.

+++Next MWG call is scheduled for Tuesday, April 4, 2006+++